

# Information at your Fingertips: State Library Services to State Government Employees

Presented by: Charly Jackson  
State Library Services  
Kentucky Dept. for Libraries & Archives



# At your fingertips...

- State Library services for State Employees include:
  - Reference Assistance
  - State Library Collections & Access
    - Books, audiobooks, DVDs & videos
    - State Government Agency Publications
    - Federal Government Agency Publications
  - Recommended Resource Lists
  - Interlibrary Loan
  - Electronic databases at your desktop



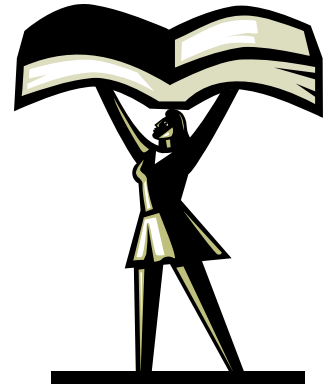
# *We are not your typical library*

- State employees = our Primary Patrons
  - Services & collections developed with your special information & training needs in mind
- You don't have to come to the library
  - Resources & services *at your fingertips*
- We will find the information you need
  - Professional reference assistance
- If we don't have it, we will get it
  - Interlibrary loan
- No charge to you or your agency



# Reference Assistance

- Experienced, service-oriented staff
  - Information professionals
- We will find the information you want including quick reference look-ups & in-depth research
  - *...or get you to the person, organization or agency that has it.*
- Fast response & delivery



# Reference Assistance

- Call us directly (M-F, 8-4:30)
  - In Frankfort, 564-8300, ext. 342
  - Toll-free, 800-928-7000, ext. 342(Building hours: M-F, 10-4)
- Ask a Librarian
  - Online request form  
<http://www.kdla.ky.gov/research/asklib.htm>



■ [Catalog](#) | [Visitor Information](#) | [Service Directory](#) | [Staff Directory](#)

■ [Ask a Librarian](#) ■ [KY Library Job Hotline](#) ■ [KY Library Directory](#) ■ [E-Archives](#) ■ [State Publications](#)

**Archival Services**  
**Research Services**  
**Collections Overview**  
**Kentucky Talking Book Library**

**Information/Services for Library Staff**

**Information/Services for Gov't Records Managers**

**KDLA Publications**  
**About KDLA**  
**Site Index**



KDLA is part of the [Education and Workforce Development Cabinet](#).

300 Coffee Tree Road  
Frankfort, Kentucky 40601  
Phone: (502) 564-8300  
Toll Free (800) 928-7000

State Library Hours: 10:00 am - 4:00 pm EST, Monday - Friday; Staff available by phone and through Ask a Librarian

### Vital Statistics Records Available for Purchase on Microfilm or CD --

- [Indexes to Kentucky Births, Marriages, and Deaths - CD \(1911-1999\)](#)
- [Kentucky Birth, Marriage and Death Records - Microfilm \(1852-1910\)](#)
- [Vital Statistics Original Death Certificates - Microfilm \(1911-1957\)](#)
- [Birth and Death Records: Covington, Lexington, Louisville, and Newport - Microfilm \(before 1911\)](#)

### Records Retention Schedules

#### Just for State Government Employees...

- Register for live online training sessions on the State Library's collections and services. See the [Training Calendar](#) for current topics and dates.
- Can't attend any of the live online sessions? Try the State Library's new [pre-recorded sessions](#) available 24/7.
- Find resources that fit the needs of your workplace at [Lists of Recommended Titles](#).

### READ Poster Promotion "Every County Wins" Picture Gallery

### Information About Kentucky

- [Kentucky's State Symbols](#)
- [Kentucky's Capitol Buildings](#)
- [Kentucky's Governors](#)
- [Kentucky's Past Officials](#)
- [Kentucky as a Commonwealth](#)

### New Walk-In Customer Service Hours

Effective Sept. 2, 2008

Archives Research Room and State Library Walk-in Hours

10:00 AM to 4:00 PM  
Monday - Friday

### Closures

KDLA will be closed on:  
November 4, 2008 for Presidential Election Day,  
November 11 in honor of Veteran's Day,  
and November 27 & 28 for Thanksgiving.





## Kentucky State Government Workers - Welcome!

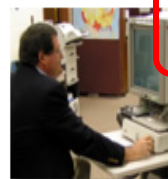
The Kentucky Department for Libraries and Archives offers not only services to the general public and the public library system, but also specialized services just for Kentucky [state government employees](#). Feel free to peruse our [tutorial of services](#) (pdf) available only to state government workers.



### [Apply Online for Your KDLA Library Account](#)

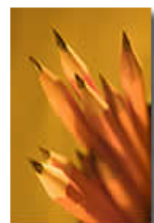


Kentucky state government employees may apply for a State Library account online.



### [Get Research Assistance Using "Ask a Librarian"](#)

This service is designed to assist Kentucky state government employees with in-depth work-related research, and information and background on Kentucky history and/or current events.



### [State Library Training](#)

Learn how to make the most effective use of the State Library's collections and services through one of the following options:

- Live online training is conducted via the Internet and telephone with a library staff instructor. Live online training topics and dates vary from month to month. The number of participants are limited and registration is required. Check the [Training Calendar](#) for the latest offerings.
- Pre-recorded training sessions can be accessed according to your own schedule. These sessions have the same content as the live online training classes. Check the [complete listing](#) for available topics.
- [Guide to Resources for State Employees Tutorial](#) offers a quick and informal overview of the State Library's resources and services.

# Ask a Librarian - <http://kdla.ky.gov/research/sgasklib.asp>

After filling out the form and clicking on the "Submit" button, you will be redirected to a confirmation page.

You will receive a follow-up email to your question within 24 hours/one business day of your request.

If you are not redirected to the confirmation page, or you do not receive a follow-up email, contact Ask a Librarian by

Phone:  
502-564-8306  
800-928-7000, ext. 342  
Fax:  
502-564-7859  
Email:  
[kdla-referencedesk@ky.gov](mailto:kdla-referencedesk@ky.gov)

KDLA is part of the [Education Cabinet](#).

300 Coffee Tree Road  
Frankfort, Kentucky 40601  
Phone:(502) 564-8300  
Hours: 8-4:30 EST

## KY Government Employee Information Request

This service is designed to assist [Kentucky government employees](#) with questions related to their work, including in-depth research, reference look-up, and obtaining articles and books from other libraries.

\* indicates a required field

### Contact Information

Your First Name:  \*

Your Last Name:  \*

Your Email Address:  \*

Your Work Phone Number:  \*

ext.

Your Work Fax Number:

### Mailing Address

Agency:  \*

Building:

Street:

City: , KY

### COPYRIGHT RESTRICTIONS

The copyright law of the United States ([Title 17](#), United States Code) governs the making of photocopies or other reproductions of copyrighted material.

Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specific conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement.

This institution reserves the right to refuse to accept a



# Ask a Librarian - <http://kdla.ky.gov/research/sgasklib.asp>

## Information Requested

Subject of Request:  \*

What is your request? \*

Date that answer is needed  
by:  \*

Note: If this request results in an interlibrary loan request, please be advised that it may take more than two weeks for these materials to arrive.

Also, in the event that this request results in an interlibrary loan request, you are agreeing to abide by the Copyright Law as described in the Notice above.

law.

37 C.F.R. §201.14(l)

Information Updated:02/04/

# State Library Collections

- Books
  - Management, computers, health, U.S. & State Govt. publications, Kentucky...
- DVDs & videos
  - Supervision skills, communication, wellness, diversity, safety, GED, harassment, customer service...
  - Excellent for staff training and public programming; include public performance rights
  - Many offer or are in Spanish language
- Audiobooks
  - Fiction, mysteries, languages, self-help, lectures...
  - CD & Tape (mostly CD)

# *“How do I know what the Library has?”*

- Online Catalog
  - <http://kdla.kyvl.org>
  - ...OR USE THE...***
  - “Catalog” link on Libraries & Archives web site

## Kentucky Department for Libraries and Archives

[Catalog](#) | [Visitor Information](#) | [Service Directory](#) | [Staff Directory](#)[Ask a Librarian](#) | [KY Library Job Hotline](#) | [KY Library Directory](#) | [E-Archives](#) | [State Publications](#)

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and November 27 & 28 for Thanksgiving.





## KDLA Catalog


Search:


Go


More choices:


 [Using the KDLA Online Catalog: A Tutorial](#)





 [Basic search](#)

 [Advanced search](#)

 [Recent additions to the State Library Collections](#)

 [Log in to use your saved preferences](#)

 [Review your account](#)

 [Read help for the KDLA Catalog](#)










## KDLA Catalog

Search: windows xp

Go

### More choices:

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-  [Basic search](#)
-  [Advanced search](#)
-  [Recent additions to the State Library Collections](#)
-  [Log in to use your saved preferences](#)
-  [Review your account](#)
-  [Read help for the KDLA Catalog](#)



New Search:

Go



Search History

## Titles

Database:KDI A Catalog

138 results found

All Fields(windows xp)

Edit Search

Save Search

1 2 3 ... 14

Next &gt;

Print

Export

E-mail

Add to List

Select ☐ Page ☐ All

Sort By: Author

 **PC magazine Windows XP security solutions / Dan DiNicolò.**

DiNicolò, Dan.

2006

005.8 DiNi

available, Non-fiction

**Windows XP all-in-one desk reference for dummies / by Woody Leonhard.**

Leonhard, Woody.

2005

005.432 WINDOWS Leon

available, Non-fiction

**Windows XP professional : the complete reference / Guy Hart-Davis.**

Hart-Davis, Guy.

2003

005.432 WINDOWS Hart

available, Non-fiction

**Windows XP : the complete reference / John R. Levine ... [et al.]**

## Filter Your Search:

[add filter: Kits](#)[add filter: Spanish Language Materials](#)[add filter: Books Only](#)[add filter: State Library Collections](#)[add filter: DVDs & Videos](#)[add filter: State Archives Collections](#)[add filter: Other Kentucky Manuscript Repositories](#)[add filter: Federal Government Documents](#)[add filter: State Archives and](#)

New Search:

Go



Search History

## Titles

Database:KDLA Catalog

60 results found

All Fields(windows xp) (Filtered)(LOCA=Books Only)

1 2 3 ... 6

Next &gt;

Print

Export

E-mail

Add to List

Select ☐ Page ☐ All

Sort By: Author

[PC magazine Windows XP security solutions / Dan DiNicolò.](#)

DiNicolò, Dan.

2006

005.8 DiNi

available, Non-fiction

[Windows XP all-in-one desk reference for dummies / by Woody Leonhard.](#)

Leonhard, Woody.

2005

005.432 WINDOWS Leon

available, Non-fiction

[Windows XP professional : the complete reference / Guy Hart-Davis.](#)

Hart-Davis, Guy.

2003

005.432 WINDOWS Hart

available, Non-fiction

[Windows XP : the complete reference / John P. Levine. \[et al.\]](#)

## Filter Your Search:

[remove filter: Books Only](#)[add filter: Kits](#)[add filter: Spanish Language Materials](#)[add filter: State Library Collections](#)[add filter: DVDs & Videos](#)[add filter: State Archives Collections](#)[add filter: Other Kentucky Manuscript Repositories](#)[add filter: Federal Government Documents](#)











## KDLA Catalog

Search:

Go

More choices:

-  [Using the KDLA Online Catalog: A Tutorial](#)
-  [Basic search](#) 
-  [Advanced search](#)
-  [Recent additions to the State Library Collections](#)
-  [Log in to use your saved preferences](#)
-  [Review your account](#)
-  [Read help for the KDLA Catalog](#)

Search

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## Basic Search

Database: KDLA Catalog


Basic

Advanced

Subject

Author

Recent Additions

 [Search History](#)

Search:  within

Limit To:

Records per page:

Search

**Search Tips:** enter words relating to your topic, use quotes to search phrases: **"world wide web"**, use + to mark essential terms: **+explorer**, use \* to mark important terms: **\*internet**, use ? to truncate: **browser?**

[Search](#)

[My Searches](#)

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[Kentucky Department for Libraries and Archives](#)

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Search

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## Basic Search

Database: KDLA Catalog

Basic

Advanced

Subject

Author

Recent Additions

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Search: EMPLOYEE MOTIVATION

within

All Fields

Limit To:

All Material

Records per page

State Library Collections

-- Audiobooks

-- Test Study Guides

-- Kentucky Collection

-- DVDs & Videos

-- Kits

-- Books Only

-- Spanish Language Materials

Federal Government Documents

State Archives Collections

State Government Publications

Other Kentucky Manuscript Repositories

State Archives and Other Repositories

Search

Search Tips:

Search phrases: "world wide web", use + to mark essential terms: +explorer, use \* to mark important terms: \*internet, use ? to truncate: browser?

Search

unt Help

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Search

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New Search :

Go

[Search History](#)

## Titles

Database:KDLA Catalog

6 results found

All Fields(EMPLOYEE MOTIVATION) (LOCA=Audiobooks)

[Edit Search](#)

[Save Search](#)


[Print](#)

[Export](#)

[Add to List](#)

Select ☐ Page ☐ All


Sort By: [Relevance](#)


 [When fish fly \[sound recording\] : \[lessons for creating a vital and energized workplace from the World Famous Pike Place Fish market\] / by John Yokoyama and Joseph Michelli.](#)

Yokoyama, John, 1940-

2004

SR CD 658.314 Yoko


 available, Audiobooks


 [Now, discover your strengths \[sound recording\] / by Marcus Buckingham and Donald O. Clifton.](#)

Buckingham, Marcus.

2002

SR 650.1 Buck


 available, Audiobooks

 [100 ways to motivate others \[sound recording\] : \[how great leaders can produce insane results without driving people crazy\] / Steve Chandler and Scott Richardson.](#)

Chandler, Steve, 1944-

2004

SR CD 658.314 Chan


 available, Audiobooks

 [Invisible employee \[sound recording\] : realizing the hidden potential in everyone / Adrian Gostick & Chester Elton.](#)

Gostick, Adrian Robert.

2006

SR CD 658.314 Gost

 available, Audiobooks

### Filter Your Search:

[remove filter: -- Audiobooks](#)

[add filter: -- Kits](#)

[add filter: -- Spanish Language Materials](#)

[add filter: -- Books Only](#)

[add filter: State Library Collections](#)

[add filter: -- DVDs & Videos](#)

[add filter: State Archives Collections](#)

[add filter: Other Kentucky Manuscript Repositories](#)

[add filter: Federal Government Documents](#)

[add filter: State Archives and Other Repositories](#)

[add filter: State Government Publications](#)

[add filter: -- Test Study Guides](#)

[add filter: -- Kentucky Collection](#)





## When fish fly [sound recording] : [lessons for creating a vital and energized workplace from the World Famous Pike Place Fish market] /

**Main Author:** [Yokoyama, John, 1940-](#)

**Title:** When fish fly [sound recording] : [lessons for creating a vital and energized workplace from the World Famous Pike Place Fish market] / by John Yokoyama and Joseph Michelli.

**Publisher:** Santa Ana, CA : Books on Tape, p2004.

**Physical Description:** 4 sound discs (ca. 4 hr.) : digital ; 4 3/4 in.

**Notes:** Subtitle from container.  
Unabridged.  
Compact discs.

"Library edition"--Container.

**Performer(s):** Read by Michael Prichard.

**Summary:** In this business advice book, the World Famous Pike Place Fish Market proves a dynamic example of what a group of people can create when they are aligned and living a powerful vision. Owner John Yokoyama explains how he transformed his business into a workplace that is renowned worldwide. Yokoyama offers his cohesive strategy for achieving results for owners, managers, and front-line workers alike. Understanding the generative principles behind the World Famous Pike Place Fish Market will help managers develop a culture that leads to excellent **employee** morale and legendary customer service.

**Subjects:** [World Famous Pike Place Fish \(Seattle, Wash.\)](#)

[Employee motivation.](#)

[Customer services.](#)

[Success in business.](#)

**Genre(s):** [Audiobooks.](#)

**Other Author(s):** [Michelli, Joseph A., 1960-](#)  
[Prichard, Michael \(Michael J.\)](#)

### This item

#### Record View

[MARC Format View](#)

### Actions

[Request a Book or Audiobook](#)

[Print](#)

[Export](#)

[E-mail](#)

[Add to My List](#)

### Holdings Information

**Location:** Audiobooks

**Call Number:** SR CD 658.314 Yoko

**Number of Items:** 1

**Status:** Not Checked out

Search

My Searches

My List

My Account

 [Help](#)

## Log In

Please enter your Patron Barcode and Last Name, then click the **Log in** button.

Barcode

Last Name

**Log in**

Your barcode number  
is on the back of your  
library card; or, it's  
the number you were  
given when you signed  
up for a library account.

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[Search](#)

[My Searches](#)

[My List](#)

[My Account](#)

[? Help](#)

New Search :



[Search History](#)

## Patron Requests

*Select the type of request you would like to make. See the help screen for details about different kinds of requests.*

- [Material Request](#)



[Return to holdings](#)

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[My Searches](#)

[My List](#)

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My Searches


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New Search :

Go


 Search History

## Patron Requests


### Material Request

Instructions: If you would like to have this item shipped to you when it is available, please select "Deliver to me" from the Pick Up At dropdown box.


☐ Any Copy

☒ This Copy: c.0 970191000381876 AUDIOBOOKS 

Comment:

Pick Up At: Deliver to me 



\*Not Needed After: 2008-10-04 

\*Barcode

Submit

Cancel

Search

My Searches

My List

My Account

Help

# ***“How do I know what the Library has?”***

- Online Catalog
  - <http://kdla.kyvl.org>
  - “Catalog” links on Libraries & Archives web site
- Recommended Resource Lists

# Recommended Resource Lists

- Topical lists of materials in the State Library
  - Leadership
  - Customer service
  - Ethics
  - Computer training
  - Safety
  - Depression
  - Smoking cessation
  - Performance management
  - EEO & Diversity
  - Dealing with conflict
  - Facilitation skills
  - Sexual harassment
  - Problems & decisions
  - Personal & family finance
- Lists include
  - Books, audiobooks, DVDs & videos, Web resources



# ***“How do I know what the Library has?”***

- Online Catalog
  - <http://kdla.kyvl.org>
  - “Catalog” links on Libraries & Archives web site
- Recommended Resource Lists
  - From “Just for State Employees” page choose:  
“Select & Reserve Training Materials on Work-Related Topics”

# Kentucky Department for Libraries and Archives

■ [Catalog](#) | [Visitor Information](#) | [Service Directory](#) | [Staff Directory](#)

■ [Home](#) > [Services to State Government Workers](#)


## Kentucky State Government Workers - Welcome!

The Kentucky Department for Libraries and Archives offers not only services to the general public and the public library system, but also specialized services just for Kentucky state government employees. Feel free to peruse our [tutorial of services](#) (pdf) available only to state government workers.




### Select & Reserve Training Materials on Work-Related Topics

The State Library staff has prepared listings of materials on work-related topics, such as "Violence in the Workplace," "Managing Relationships at Work," and "Team Building. " With a KDLA library card, items may be reserved through Ask a Librarian or by phone, then will be sent via state Messenger Mail or by U.S. Postal Mail.



current events.



### State Library Training

Learn how to make the most effective use of the State Library's collections and services through one of the following options:

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# Kentucky Department for Libraries and Archives

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■ [Home](#) > [KDLA Publications](#)

## KDLA Publications

In addition to their many online and on-site services, KDLA staff produce publications as information resources for the general public, library staff and state government workers. Below is a topic listing of publications KDLA has available for online research. Click on the plus (+) sign to expand each topic.

+ General Research

+ Library-Related

+ Recommended Resource Lists

■ [Job Hunting Skills](#)

■ [Management/Employee Training](#)

■ [Safety](#)

■ [Wellness and Lifestyle](#)

+ KDLA

+ General Newsletters, Meeting Minutes

+ Links for Further Research (*lists of third-party resources, compiled by the Reference section*)

Those files in PDF format requiring an [Adobe Acrobat Reader](#) have been denoted.










## Recommended Resource Lists

### Job Hunting Skills

- [Preparing for a Job](#)
- [Résumé Writing](#)
- [Interviewing for a Job](#)
- [Interviewing - General Information](#)
- [Negotiating Salary](#)

### Management/Employee Training Topics

- [Assessing Organizational Performance](#) 
- [Business Writing](#) 
- [Computer Training](#)
- [Conducting Effective Meetings](#) 
- [Customer Service](#) 
- [Dealing with Conflict](#) 
- [Developing Effective Presentation Skills](#) 
- [EEO & Diversity](#)
- [Ethics](#) 
- [Facilitation Skills](#)
- [GED](#)
- [Interpersonal & Organizational Communication](#)
- [Leadership](#) 
- [Leading Organizational Transition](#)
- [Managing Relationships at Work](#) 
- [Mediation](#)
- [New Managers Survival School](#)
- [Performance Management & Documentation](#) 

## Recommended Resource List: Ethics

To request a title from the State Library:

- *State government employees* should follow the call number link to the [KDLA Catalog](#) and click on the "Make a Request" tab on the right. Complete the form with your name, library card number, and delivery choice. Then click on "Submit Form." Requests can also be made by calling the State Library's Circulation Desk at (502) 564-8300, ext. 337 or (800) 928-7000, ext. 337. Materials can be delivered by messenger mail in Frankfort or by UPS to field/district offices (return postage included).
- *Public Library staff* should use the OCLC Interlibrary Loan system for audiobook and book requests and the [Public Library Visual Materials/Kit Request](#) form for videos and DVDs.
- *Members of the general public* should contact their local public library for interlibrary loan service.

### Audiobooks

Kreeft, Peter. **Ethics: a History of Moral Thought**. Prince Frederick, MD: Recorded Books, 2004. Call number: [SR CD 170 Kree](#)

### Books

Trevino, Linda K. **Managing Business Ethics: Straight Talk about How to Do It Right.** 4<sup>th</sup> ed. Hoboken, NJ: Wiley, 2007. Call number: 174.4 Trev

## Videos

**Ethics 4 Everyone.** 25 min. CRM Learning, 2003. Video. Call number: VC 174.4 Ethi

**Ethics: Surviving the Ethics Jungle.** 29 min. Public Information Productions, 2002. Video. Call number: VC 172.2 Ethi

**L.E.A.D. with Integrity: Promoting a Culture of Ethical Conduct and Compliance.** 48 min. VisionPoint Productions, 2006. DVD. Call number: VC DV 174.4 Lead

## Websites

<http://www.managementhelp.org/ethics/ethxqde.htm>

**Complete Guide to Ethics Management: An Ethics Toolkit for Managers** offers straightforward and highly practical tools designed to help leaders and managers implement comprehensive ethics management systems in their workplaces. This information is assembled by Carter McNamara, PhD for The Management Assistance Program for Nonprofits (St. Paul, MN). Last accessed on October 14, 2008.

<http://www.mapnp.org/library/ethics/ethics.htm>

**Business Ethics: Managing Ethics in the Workplace and Social Responsibility** of the Free Management Library offers information on different perspectives of ethical decision





## Managing business ethics : straight talk about how to do it right /

**Main Author:** [Treviño, Linda Klebe.](#)

**Title:** [Managing business ethics : straight talk about how to do it right / Linda Klebe Treviño, Katherine A. Nelson.](#)

**Publisher:** [Hoboken, NJ : Wiley, c2007.](#)

**Edition:** [4th ed.](#)

**Physical Description:** [xx, 407 p. : ill. ; 23 cm.](#)

**Notes:** [Includes bibliographical references and index.](#)

**Summary:** [This text moves beyond the scope of prescriptive individual ethical decision making, to examine how managers and organizations influence ethical decision-making and behavior. It helps readers understand why people behave the way they do, and how managers and corporations can positively influence the behavior of employees and improve the ethical decision-making capabilities of their employees. Throughout, the emphasis is on common, real-life work situations, including hiring, managing, assessing performance, disciplining, firing, and providing incentives for staff, as well as producing quality products and services, and dealing effectively and fairly with customers, vendors, and other stakeholders.](#)

**Subjects:** [Business ethics.](#)  
[Business ethics--Case studies.](#)

**Other Author(s):** [Nelson, Katherine A., 1948-](#)

**Internet Access:** [Publisher description](#)

### This item

#### [Record View](#)

[MARC Format View](#)

### Actions

[Request a Book or Audiobook](#)

[Print](#)

[Export](#)

[E-mail](#)

[Add to My List](#)

### Google Books:



["About This Book"](#)

### Holdings Information

**Location:** [Non-fiction](#)

**Call Number:** [174.4 Trev](#)

**Number of Items:** [1](#)

**Status:** [Not Checked out](#)

**Internet Access:** [Publisher description](#)

# ***“How do I check out materials?”***

- Use Request feature in catalog for books and audiobooks
- Use Ask A Librarian form for DVDs/videos
- Request by phone (8-4:30, M-F)
  - In Frankfort 564-8300, ext. 337
  - Toll Free 800-928-7000, ext. 337
  - Call to arrange renewals
  - Call to check out/reserve video materials
- Come to the library! (10-4, M-F)

# Check Out



- Check out periods
  - Books & audiobooks
    - 4 weeks / possible 2 week renewal
  - DVDs & videos (Limit 10)
    - 1 week / possible 1 week renewal
    - Extra time built in for shipping
    - Reserve DVDs/videos when you need them

# ***“How do I know what the Library has?”***

- Online Catalog
  - <http://kdla.kyvl.org>
  - “Catalog” links on Libraries & Archives web site
- Recommended Resource Lists
  - From “Just for State Employees” page choose:  
“Select & Reserve Training Materials on Work-Related Subjects”
- What if the State Library doesn’t have it?

# Interlibrary Loan

- If we don't have it, we will get it...
  - **Work-related** books, journal & newspaper articles, microform...
  - Borrowed for you from libraries worldwide
  - At no charge to you or your agency!
- Request through Ask a Librarian
- Delivery
  - Books -- Messenger mail, Pick-up, or UPS
  - Articles -- Email, Fax, Messenger mail, Pick-up, USPS

# Interlibrary Loan

- Words of caution:
  - Takes longer (7 to 10 working days)
  - Governed by lending library's policies
  - On time return is essential
  - Some materials may not be readily available
    - Brand new books
    - Reference books
    - Rare books
    - DVDs, videos, audiobooks
    - Textbooks



# Interlibrary Loan

## Kentucky Department for Libraries and Archives

■ [Catalog](#) | [Visitor Information](#) | [Service Directory](#) | [Staff Directory](#)

■ [Home](#) > [Services to State Government Workers](#)

### Kentucky State Government Workers - Welcome!

The Kentucky Department for Libraries and Archives offers not only services to the general public and the public library system, but also specialized services just for Kentucky [state government employees](#). Feel free to peruse our [tutorial of services](#) (pdf) available only to state government workers.



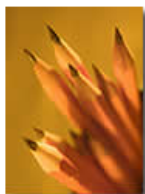
#### **Apply Online for Your KDLA Library Account**



#### **Access Materials from Other Libraries**

The State Library provides full interlibrary loan services to state agency employees, enabling them to request books, journal articles, technical reports, microfilm, government documents and newspaper articles from around the nation and the world.

This service is designed to assist Kentucky state government employees with in-depth work related research and information and background on Kentucky history and/or current events.



#### **State Library Training**

Learn how to make the most effective use of the State Library's collections and services through one of the following options:

- Live online training is conducted via the Internet and telephone with a library staff instructor. Live online training topics and dates vary from month to month. The number of participants are limited and registration is required. Check the [Training Calendar](#) for the latest offerings.
- Pre-recorded training sessions can be accessed according to your own schedule. These sessions have the same content as the live online training classes. Check the [complete listing](#) for available topics.
- [Guide to Resources for State Employees Tutorial](#) offers a quick and informal overview of the State Library's resources and services.

# Ask a Librarian - <http://kdla.ky.gov/research/sgasklib.asp>

After filling out the form and clicking on the "Submit" button, you will be redirected to a confirmation page.

You will receive a follow-up email to your question within 24 hours/one business day of your request.

If you are not redirected to the confirmation page, or you do not receive a follow-up email, contact Ask a Librarian by

Phone:  
502-564-8306  
800-928-7000, ext. 342  
Fax:  
502-564-7859  
Email:  
[kdla-referencedesk@ky.gov](mailto:kdla-referencedesk@ky.gov)

KDLA is part of the [Education Cabinet](#).

300 Coffee Tree Road  
Frankfort, Kentucky 40601  
Phone: (502) 564-8300  
Hours: 8-4:30 EST

## KY Government Employee Information Request

This service is designed to assist [Kentucky government employees](#) with questions related to their work, including in-depth research, reference look-up, and obtaining articles and books from other libraries.

\* indicates a required field

### Contact Information

Your First Name:  \*

Your Last Name:  \*

Your Email Address:  \*

Your Work Phone Number:  \*

ext.

Your Work Fax Number:

### Mailing Address

Agency:  \*

Building:

Street:

City: , KY

### COPYRIGHT RESTRICTIONS

The copyright law of the United States ([Title 17](#), United States Code) governs the making of photocopies or other reproductions of copyrighted material.

Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specific conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement.

This institution reserves the right to refuse to accept a



# State Government Agency Publications

- What are State Government Publications?
  - Any published material, regardless of format, issued for general distribution, which documents agency-related functions or activities.
- State agencies are required by law to send:
  - Copies of their paper publications AND
  - Copies of publications held in an electronic format (e.g., CD-ROM) AND
  - Materials issued for general public distribution on the agency's web site to the Kentucky Department for Libraries and Archives, Public Records Division.
- Where are they?
  - In the E-Archives at <http://www.e-archives.ky.gov/>
  - Or you can search for state publications in the online catalog



# State Publications Catalog Search

Kentucky Department for  
Libraries and Archives

[Log in](#) to your account

Search

My Searches

My List

My Account

[? Help](#)

## Basic Search

Database: KDLA Catalog

Basic

Advanced

Subject

Author

Recent Additions

[Search History](#)

Search: Long-Term Policy Research Center

within

All Fields

Limit To: All Material

Records per page: All Material

Search Tips: -- State Library Collections

Search

- Audiobooks
- Test Study Guides
- Kentucky Collection
- DVDs & Videos
- Kits
- Books Only
- Spanish Language Materials
- Federal Government Documents
- State Archives Collections
- State Government Publications
- Other Kentucky Manuscript Repositories
- State Archives and Other Repositories

Search

Search phrases: "world wide web", use + to mark essential terms: +explorer, use \* to mark important terms: \*internet, use ? to truncate: browser?

Account Help


[Kentucky Department for Libraries and Archives](#)

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# State Publications Search Result

Libraries and Archives

Search My Searches My List My Account ? Help

New Search:  Go  Search History

Titles ◀ Prev 6 of 33 Next ▶

## Financing state and local government : future challenges and opportunities /

**Title:** Financing state and local government : future challenges and opportunities / by David E. Wildasin ... [et al.].

**Publisher:** Frankfort, Ky. : Kentucky Long-Term Policy Research Center, 2001.

**Physical Description:** xxviii, 136 p. : ill., ; 23 cm. + 1 CD-ROM (4 3/8 in.)

**Notes:** "UK Martin School of Public Policy and Administration."  
Includes bibliographical references.  
Also available via Internet through KDLA e-archives at [http://e-archives.ky.gov/Pubs/State\\_Pubs\\_archive.htm](http://e-archives.ky.gov/Pubs/State_Pubs_archive.htm).

**Contents:** Tax reform in Kentucky : principles and practice / by David E. Wildasin  
Recent trends in Kentucky state and local tax policy / by David E. Wildasin  
Sales taxation in Kentucky : problems and prospects / by David E. Wildasin  
Tax equity in Kentucky : family tax burdens and the question of fairness / by Charles W. Martie  
Business taxes in Kentucky / by Lawrence K. Lynch  
Local government finances in Kentucky / by David E. Wildasin  
The impetus for tax modernization : economic, demographic, and political change / by Michael T. Childress  
Tax reform : review and perspective / by Merl Hackbart.

**Additional Form:** Also available via Internet through KDLA e-archives at [http://e-archives.ky.gov/Pubs/State\\_Pubs\\_archive.htm](http://e-archives.ky.gov/Pubs/State_Pubs_archive.htm).

**System Details:** System requirements for CD-ROM: Adobe Acrobat Reader; Internet Explorer 6 (or higher); media player.

**Subjects:** [Finance, Public--Kentucky.](#)  
[Local finance--Kentucky.](#)  
[Taxation--United States--States.](#)  
[Local taxation--Kentucky.](#)  
[Tax incidence--Kentucky.](#)

**Other Author(s):** Wildasin, David E.  
Kentucky Long-Term Policy Research Center.  
Martin School of Public Policy and Administration.

**Internet Access:** [http://e-archives.ky.gov/Pubs/LPRC/Financing\(01\).pdf](http://e-archives.ky.gov/Pubs/LPRC/Financing(01).pdf)

This item

**Record View**

· [MARC Format View](#)

Actions

- [Request a Book or Audiobook](#)
- [Print](#)
- [Export](#)
- [E-mail](#)
- [Add to My List](#)

Google Books:

["About This Book"](#)

### Holdings Information

**Location:** Kentucky E-Archives

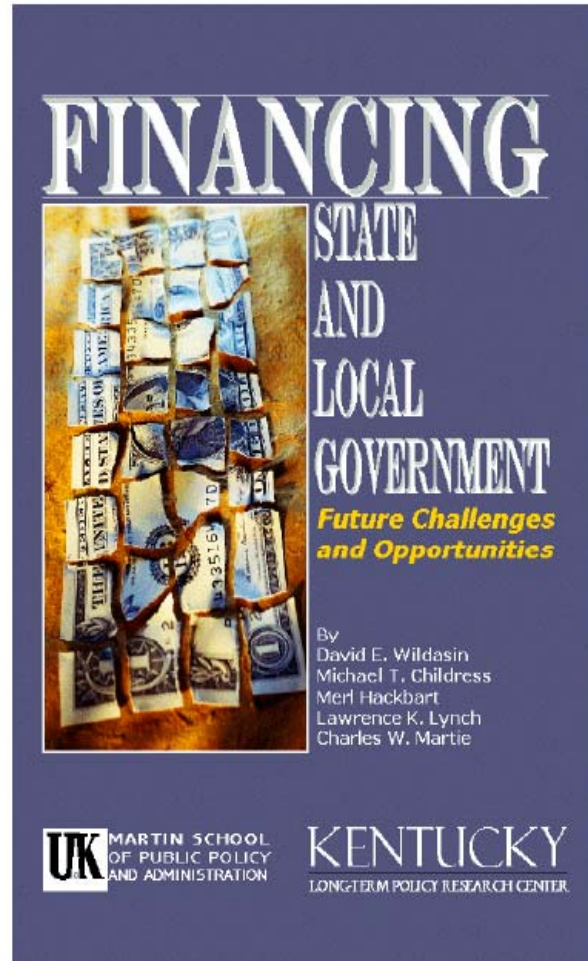
**Call Number:** ACCESS THROUGH INTERNET

**Number of Items:** 0

**Status:** Non-circulating

**Internet Access:** [http://e-archives.ky.gov/Pubs/LPRC/Financing\(01\).pdf](http://e-archives.ky.gov/Pubs/LPRC/Financing(01).pdf)

# Financing State and Local Government



# E-Archives - <http://www.e-archives.ky.gov/>



The Kentucky Department for Libraries and Archives

## Electronic Records Archives

An electronic archives of Kentucky governmental information

■ [KDLA Homepage](#) | [KDLA Catalog](#) | [KDLA Visitor Information](#) | [Service Directory](#) | [Staff Directory](#)

■ [E-Archives Home](#) > [Publications](#) > [LTPRC](#)

[Agency Listing - Minutes](#)

[Agency Listing - State Publications](#)

[Records of the Office of the Governor](#)

[State Publications Database](#)

[State Publications on the Internet](#)

[Ask a Librarian](#)

[Research Services](#)

[Collections Overview](#)

[About KDLA](#)

KDLA is part of the [Education Cabinet](#).


300 Coffee Tree Road  
Frankfort, Kentucky 40601  
Phone:(502) 564-8300  
Hours: 8-4:30 EST


### Kentucky Long-term Policy Research Center

[Foresight](#) | [Horizon](#) | [Research Publications](#)


#### Foresight


2007


 [No. 50](#) (PDF)


 [No. 49](#) (PDF)

2006


 [No. 48](#) (PDF)


 [No. 47](#) (PDF)

 [No. 46](#) (PDF)


 [No. 45](#) (PDF)

2005

 [No. 44](#) (PDF)

 [No. 43](#) (PDF)

2004

 [Vol. 11 No. 2](#) (PDF)

### Disclaimer

The records and publications listed in this archive are historical materials, "frozen in time."

This means these archival pages have no longer been updated to reflect current information, and links to other sites and e-mail addresses may not work. In addition, the archival pages within this site may not reflect current web standards, including compliance with the Americans for Disabilities Act.

The E-Archives site itself does comply with Kentucky and federal standards.

# Federal Government Agency Publications

- We are a selective federal depository library
  - We receive federal government agency publications in paper, microfiche & electronic formats.
- What do we have?
  - Health reports, census data, military publications, congressional reports, agricultural data, scientific & technical reports, educational materials, criminal justice statistics, environmental reports, economic data, international information, & more.
- Where can you find them?
  - on our website at <http://www.kdla.ky.gov/sgworker/fedgovdocs.htm>
  - Or you can search for federal government agency publications in the online catalog.



# Federal Government Information on KDLA's Website

Kentucky.gov

KY Agencies | KY Services | myKentucky.gov | Search  for

## Kentucky Department for Libraries and Archives

■ [Catalog](#) | [Visitor Information](#) | [Service Directory](#) | [Staff Directory](#)

■ [Home](#) > [Services to State Government Workers](#)

### Kentucky State Government Workers - Welcome!



#### Find Federal Government Information

The State Library as a selective federal depository library selects census data, military publications, congressional reports, agricultural data, scientific and technical reports, educational materials, criminal justice statistics, environmental reports, economic data, international information, and more.

current events.

#### State Library Training

Learn how to make the most effective use of the State Library's collections and services through one of the following options:

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Search

My Searches

My List

My Account

[? Help](#)

## Basic Search

Database: KDLA Catalog

Basic

Advanced

Subject

Author

Recent Additions

[Search History](#)

Search: "HEALTH CARE"

within

All Fields



Limit To: -- Test Study Guides



Records p

Search

Search Tips:

Search phrases: "world wide web", use + to mark essential terms: +explorer, use \* to mark important terms: \*internet, use ? to truncate: browser?

Search

unt Help

[Kentucky Department for Libraries and Archives](#)

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- All Material
- State Library Collections
- Audiobooks
- Test Study Guides
- Kentucky Collection
- DVDs & Videos
- Kits
- Books Only
- Spanish Language Materials
- Federal Government Documents**
- State Archives Collections
- State Government Publications
- Other Kentucky Manuscript Repositories
- State Archives and Other Repositories



# Federal Publications Results Page

Kentucky Department for  
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New Search :

Go

[Search History](#)

## Titles

Database:KDLA Catalog

685 results found

All Fields("health care") (LOCA=Federal Government Documents)

[Edit Search](#)

[Save Search](#)

[Print](#)

[Export](#)

[Add to List](#)

Select ☐ Page ☐ All

Sort By:

- 1 2 3 ... 69 [Next](#)
- Publication Date Descending
- Author
- Title
- Publication Date
- Publication Date Descending
- Relevance
- Documents

### [Health Care Safety Net Act of 2007 : report \(to accompany S. 901\).](#)

United States. Congress. Senate. Committee on Health, Education, Labor, and Pensions.

2008

Y 1.1/5:110-274

[available](#), Federal Documents

### [VA health care \[electronic resource\] : additional efforts to better assess joint ventures needed : report to the Ranking Member, Committee on Veterans' Affairs, U.S. Senate.](#)

United States. Government Accountability Office.

2008

GA 1.13:GAO-08-399

[available](#), Federal Documents

### [Serve, support, simplify : report of the President's Commission on Care for America's Returning Wounded Warriors : subcommittee reports & survey findings / President's Commission on Care for America's Returning Wounded Warriors.](#)

United States. President's Commission on Care for America's Returning Wounded Warriors.

2007

PR 43.8:W 25/C 18/REPORTS

[available](#), Federal Documents

### [Field hearings for fiscal year 2008 : hearings before the Committee on the Budget, United States Senate, One Hundred Tenth Congress, first session.](#)

United States. Congress. Senate. Committee on the Budget.

2007

- [add filter: -- Kits](#)
- [add filter: -- Spanish Language Materials](#)
- [add filter: -- Books Only](#)
- [add filter: State Library Collections](#)
- [add filter: -- DVDs & Videos](#)
- [add filter: State Archives Collections](#)
- [add filter: Other Kentucky Manuscript Repositories](#)
- [add filter: State Archives and Other Repositories](#)
- [add filter: State Government Publications](#)
- [add filter: -- Audiobooks](#)
- [add filter: -- Test Study Guides](#)
- [add filter: -- Kentucky Collection](#)

# Federal Publications Result

Titles [Prev](#) 2 of 685 [Next](#)

## VA health care [electronic resource] : additional efforts to better assess joint ventures needed : report to the Ranking Member, Committee on Veterans' Affairs, U.S. Senate.

**Main Author:** [United States. Government Accountability Office.](#)

**Title:** VA health care [electronic resource] : additional efforts to better assess joint ventures needed : report to the Ranking Member, Committee on Veterans' Affairs, U.S. Senate.

**Variant Title:** [Department of Veterans Affairs health care : additional efforts to better assess joint ventures needed](#)  
[Additional efforts to better assess joint ventures needed](#)

**Publisher:** [Washington, D.C.] : U.S. Govt. Accountability Office, [2008]

**Physical Description:** ii, 43 p. : digital, PDF file.

**Notes:** Title from title screen (viewed on Apr. 17, 2008).  
"March 2008."  
Paper version available from: U.S. Govt. Accountability Office, 441 G St., NW, Rm. LM, Washington, D.C. 20548.  
"GAO-08-399."  
Includes bibliographical references.

**System Details:** Mode of access: Internet from GAO web site. Address as of 4/17/08: <http://www.gao.gov/new.items/d08399.pdf> ; current access available via PURL.

**Subjects:** [United States. Dept. of Veterans Affairs--Rules and practice.](#)  
[United States. Dept. of Defense--Rules and practice.](#)  
[Joint ventures--United States.](#)

**Other Author(s):** [United States. Congress. Senate. Committee on Veterans' Affairs.](#)

**Internet Access:** <http://purl.access.gpo.gov/GPO/LPS93015>

### This item

#### Record View

[MARC Format View](#)

### Actions

- [Request a Book or Audiobook](#)
- [Print](#)
- [Export](#)
- [E-mail](#)
- [Add to My List](#)

### Holdings Information

**Location:** Federal Documents

**Call Number:** GA 1.13:GAO-08-399

**Number of Items:** 1

**Status:** Not Checked out

**Internet Access:** <http://purl.access.gpo.gov/GPO/LPS93015>

# VA Health Care



GAO

United States Government Accountability Office  
Report to the Ranking Member,  
Committee on Veterans' Affairs,  
U.S. Senate

March 2008

## VA HEALTH CARE

### Additional Efforts to Better Assess Joint Ventures Needed



GAO-08-399

# Electronic Resources

- Searchable databases accessible at your desktop
  - Journal & magazine articles
  - Newspaper articles
  - Directories & statistics
  - Many are full-text
- Subscription based
  - State employees with State Library card only
- From “Just for State Employees” page choose:
  - “Use Online Electronic Databases for Research”
  - Select database
  - Log in (Last name & library account #)



# Kentucky Department for Libraries and Archives

■ [Catalog](#) | [Visitor Information](#) | [Service Directory](#) | [Staff Directory](#)

■ [Home](#) > [Services to State Government Workers](#)

## Kentucky State Government Workers - Welcome!

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### [Apply Online for Your KDLA Library Account](#)

Kentucky state government employees may apply for a State Library account online.



### [Use Online Electronic Databases for Research](#)

The State Library provides Kentucky state government employees with direct access to a variety of research databases at their desktops. Databases include full-text newspaper articles, magazine and journal articles, electronic reference books (dictionaries, encyclopedia...), and statistics and data. Subjects include business, science and technology, medicine, history, education, management, public affairs, and current events. (Access requires a valid State Library card.)

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- Live online training is conducted via the Internet and telephone with a library staff instructor. Live online training topics and dates vary from month to month. The number of participants are limited and registration is required. Check the [Training Calendar](#) for the latest offerings.
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[American FactFinder](#)

([Description](#))

([Tutorials](#))

[How-to-Do-It Information](#)

([Description](#))

[Oxford English Dictionary](#)

([Description](#))

([Help](#))

([Quick Reference Guide](#))

[BioOne/Illumina](#)

([Description](#))

([BioOne Help: Searching](#))

([BioOne Help: Features](#))

[InfoTrac Databases\\*\\*](#)

([Description](#))

[Oxford Reference](#)

([Description](#))

([Help](#))

[DARTS \(NTIS/GPO Depository Access to Reports, Technical and Scientific\)](#)

(After logging-in with your state library card, on the DARTS / NTIS log-in page, just click "Log In." The user name and password are filled in for you.)

([Description](#))

[JSTOR](#)

([Description](#))

([Tutorial](#))

[ProQuest\\*\\*](#)

([Description](#))

([Tutorial](#))

[Directory of Open Access Journals](#)

([Description](#))

[Kentucky State Data Center](#)

([Description](#))

[RefUSA](#)

([Description](#))

([Tutorial](#))

[ERIC - Educational Resources Center Database\\*\\*](#)

([Description](#))

([Help](#))

[KYVL Databases\\*\\*](#)

([Description](#))

([Tutorial](#))

([How-To Documents](#))

([How-To Search EBSCO through KYVL](#))

[Scopus\\*\\*](#)

([Description](#))

([Tutorial](#))

[GPO Access\\*\\*](#)

([Description](#))

([General Searching Instructions](#))

([Search Tips](#))

([Training Manual](#))

[Medline -- Pub Med\\*\\*](#)

([Description](#))

([Tutorial](#))

[Thomas](#)

([Description](#))

[HeinOnline](#)

([Description](#))

([Tutorial](#))

([Pre-recorded Training](#))

[National Criminal Justice Reference Service Abstracts Database\\*\\*](#)

([Description](#))

([Site Help](#))

([Search Help](#))

[ThomasNet](#) (formerly Thomas Register of Manufacturers)

([Description](#))

([FAQs & How To Search](#))

[Homeland Security Digital Library](#) (Center for Homeland Defense & Security/Naval Postgraduate School)

([Description](#))

([Basic Search Help](#))

([Advanced Search Help](#))

[Newsbank](#)

([Description](#))

([Tutorial](#))

# Kentucky Department for Libraries and Archives

■ [KDLA Home](#) > [Just for State Government Workers](#) > [State Library Services Databases](#) > [Login](#)

To login please enter your last name and your library card barcode number below.

LAST NAME:

minder

BARCODE NUMBER:

.....

Login



**Your barcode number  
is on the back  
of your State Library Card.**

[Questions? - Ask a Librarian](#) | [Report Technical Problems](#) | [Citing Info./Permissions](#) | [Site Index](#)

[Privacy](#) | [Disclaimer](#) | [Individuals with Disabilities](#) | [Resources](#)

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[Databases selected:](#) Multiple databases...

## Basic Search


Tools: [Search Tips](#) [Browse Topics](#)


[Search](#)[Clear](#)

Database:

[Select multiple databases](#)

Date range:

Limit results to: ☐ Full text documents only 

☐ Scholarly journals, including peer-reviewed  [About](#)

[More Search Options](#)

Copyright © 2008 ProQuest LLC. All rights reserved. [Terms and Conditions](#)

[Text-only interface](#)





[American FactFinder](#)

([Description](#))

([Tutorials](#))



[BioOne/Illumina](#)

([Description](#))

([BioOne Help: Searching](#))

([BioOne Help: Features](#))

[DARTS \(NTIS/GPO Depository Access to Reports, Technical and Scientific\)](#)

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([Description](#))

[Directory of Open Access Journals](#)

([Description](#))

[ERIC - Educational Resources Center Database\\*\\*](#)

([Description](#))

([Help](#))

[GPO Access\\*\\*](#)

([Description](#))

([General Searching Instructions](#))

([Search Tips](#))

([Training Manual](#))

[HeinOnline](#)

([Description](#))

([Tutorial](#))

([Pre-recorded Training](#))



[How-to-Do-It Information](#)

([Description](#))

[InfoTrac Data](#)

([Description](#))

[JSTOR](#)

([Description](#))

([Tutorial](#))



[Kentucky State Data Center](#)

([Description](#))

[KYVL Databases\\*\\*](#)

([Description](#))

([Tutorial](#))

([How-To Documents](#))

([How-To Search EBSCO through KYVL](#))

[Medline -- Pub Med\\*\\*](#)

([Description](#))

([Tutorial](#))



[National Criminal Justice Reference Service Abstracts Database\\*\\*](#)

([Description](#))

([Site Help](#))

([Search Help](#))



[Oxford English Dictionary](#)

([Description](#))

([Help](#))

([Quick Reference Guide](#))

[Oxford Reference](#)

([Description](#))

([Help](#))

[ProQuest\\*\\*](#)

([Description](#))

([Tutorial](#))

[RefUSA](#)

([Description](#))

([Tutorial](#))



[Scopus\\*\\*](#)

([Description](#))

([Tutorial](#))

[Thomas](#)

([Description](#))

[ThomasNet](#) (formerly Thomas Register of Manufacturers)

([Description](#))

([FAQs & How To Search](#))

# Want More?

Kentucky.gov

KY Agencies | KY Services | myKentucky.gov | Search  for

## Kentucky Department for Libraries and Archives

■ [Catalog](#) | [Visitor Information](#) | [Service Directory](#) | [Staff Directory](#)

■ [Home](#) > [Services to State Government Workers](#)

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# Training Events Calendar

<http://www.kdla.ky.gov/sqworker/sqtrainingcalendar.htm>

## Training Events - 2008 Calendar

### October

- |    |  |             |
|----|--|-------------|
| 2  | <a href="#">Information at Your Fingertips: Introduction to State Library Services for State Employees</a> | Live Online |
| 7  | <a href="#">Information at Your Fingertips: Introduction to Electronic Resources at the State Library</a>  | Live Online |
| 7  | <a href="#">Information at Your Fingertips: Introduction to State Library Services for State Employees</a> | Live Online |
| 8  | <a href="#">Information at Your Fingertips: Introduction to Electronic Resources at the State Library</a>  | Live Online |
| 22 | <a href="#">EBSCOhost Research Databases: Your Research Assistant</a>                                      | Live Online |

### November

- |    |  |             |
|----|--|-------------|
| 6  | <a href="#">Information at Your Fingertips: Introduction to State Library Services for State Employees</a> | Live Online |
| 7  | <a href="#">Information at Your Fingertips: Introduction to Electronic Resources at the State Library</a>  | Live Online |
| 13 | <a href="#">EBSCOhost Research Databases: Your Research Assistant</a>                                      | Live Online |
| 17 | <a href="#">HeinOnline: The Modern Link to Legal History</a>   | Live Online |
| 18 | <a href="#">Newsbank: America's Newspapers</a>   | Live Online |

### December

- |   |   |             |
|---|---|-------------|
| 2 | <a href="#">Information at Your Fingertips: Introduction to the Online KDLA Catalog</a> | Live Online |
| 9 | <a href="#">JSTOR: Trusted Archives for Scholarship</a>                                 | Live Online |

#### Pre-recorded Training Topics

Can't fit one of our instructor-led sessions into your schedule?

You can view a pre-recorded training presentation at any time.

Click [here](#) for a list of available topics.



# Pre-recorded Trainings

## Kentucky Department for Libraries and Archives

■ [Catalog](#) | [Visitor Information](#) | [Service Directory](#) | [Staff Directory](#)

■ [Home](#) > [Services to State Government Workers](#) > [Training Events](#) > [Pre-recorded Training Topics](#)

### Instructions

All files are in Windows Media Audio/Video format, viewable with Windows Media Player. The player is free and available for download from Microsoft [here](#).

Click on the topic title to view the presentation online.

You may download a copy of any presentation to your computer by right-clicking on the topic title, and then selecting:

- "Save Target As..." (Internet Explorer)
- "Save Link As..." (Firefox)

### Pre-recorded Training Topics

Running time is approximately one hour for all recorded sessions.

#### Introductory Topics:

- [Information at Your Fingertips: Introduction to State Library Services for State Employees](#)
- [Information at Your Fingertips: Introduction to Electronic Resources at the State Library](#)
  - [Handout for Introduction to Electronic Resources](#) (PDF)

#### Online Database Topics:

- [EBSCOhost Research Databases: Your Research Assistant](#)
- [Everything Except Taxes: An Introduction to Federal Government Information Resources](#)
  - [Handout for Everything Except Taxes](#) (PDF)
- [HeinOnline: The Modern Link to Legal History](#)
- [ProQuest: Something for Everyone](#)
- [Putting Uncle Sam to Work: Using Federal Government Information at Your Library](#)
  - [Handout for Putting Uncle Sam to Work](#) (PDF)
- [ReferenceUSA: The Government's Best Research Tool](#)

#### Coming Soon

More topics will be added in the future.

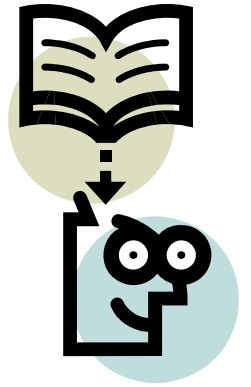
#### Need a Certificate?

At the end of each presentation there is a link to an evaluation survey.

Tell us what you thought of the class and we'll send you a training certificate.

# Training Opportunities

- Online Training Calendar & Pre-recorded Trainings
  - <http://www.kdla.ky.gov/sgworker/sgtrainingcalendar.htm>
- Database Tutorials
  - <http://www.kdla.ky.gov/sgworker/databases.htm>
- Online Guide to Resources for State Employees
  - <http://www.kdla.ky.gov/pdf/tutorial0707.pdf>
  - PDF format; manually navigate from screen to screen
- In-person or online training for a group or one-on-one
  - Contact Nancy Houseal
  - [nancy.houseal@ky.gov](mailto:nancy.houseal@ky.gov)
  - 502-564-8300, ext. 232 or 800-928-7000, ext. 232



# Tell us what you think

- Please write down this web address to complete survey  
**<http://tinyurl.com/56jeu6>**
- Survey includes a request for a training certificate
- For questions call the State Library Reference Desk at:  
502-564-8300, ext. 342  
800-928-7000, ext. 342
- Thank you for taking this training...  
We look forward to serving your information needs.

*State Library Services Staff*



*Thank you!*

**Information at your Fingertips:  
State Library Services  
to  
State Government Employees**

Presented by: Charly Jackson  
State Library Services  
Kentucky Dept. for Libraries & Archives  
2008

